

Langley Adams Library  
Board of Trustees Meeting Minutes 9/14//22

**Attendance:** Robert Downey, Laurel Puchalski, Lee Thomas and Director Darcy Lepore were in present in person Mary Lou Costello, Lindsey Aylward, Jay Collins, Jan Dempsey, Nancy Hurley, and Kathleen Prunier attended remotely.

ZOOM /Hybrid session was recorded.

**Call to order** at 6:01 p.m. on a motion made by K. Prunier, seconded by R. Downey.

**Minutes**

Minutes of 07/13/22 were approved by Roll Call vote on a motion made by K. Prunier, seconded by M. Costello. L. Aylward abstained as she was not at meeting.

**Director's Report** (see attached)

- Bill Newell spoke about the research documentation that he and Robert Guptill prepared on the Revolutionary War and Civil War soldiers from and/or buried in Groveland that has been willed to the LAL from Robert Guptill. Discussion followed as to storing the collection safely.
- D. Lepore gave the July and August statistics for circulations, programming and Museum pass usage. (Numbers needed for the ARIS report) as we didn't have an August meeting .
- Warrants were read:

JULY:

23-01 \$2,125 + \$20,113 = \$22,238

23-03 \$923.37

23-05 \$650 + \$1,284 + \$1,070.37 = \$3,004.37

Total \$26,165.74\*\*

\*\*The bulk of this total was spent on our dues toward MVLC

AUGUST:

23-07 \$6,886.17 + \$1,707.64 = \$8,593.81

23-09 \$50 + \$17.62 + \$483.82 = \$551.44

Total \$9,145.25

- Bergen Daley, new Youth Services Librarian, was introduced
- State Aid requirements have been met. ARIS report has been submitted.
- Discussion about the carpet replacement was held. A second opinion from another company will be requested, regarding the moisture underneath.
- Hotspots subscription is ending at the end of September. D. Lepore would like to order eight (8) Hotspots from Mobile Beacon, for a year subscription and service. K. Prunier made the motion, seconded by L. Puchalski, to pay \$1,032 from State Aid to purchase eight Hotspots. Unanimous Roll Call was taken.
- The Town Administrator has asked to temporarily borrow a sign for display at Town Hall from "Groveland Mills." L. Puchalski made the motion, seconded by M. Costello, and unanimous Roll Call vote taken.
- D. Lepore's evaluation will be held in December. Board members will also complete evaluation forms. M. Costello will scan the document and distribute them and once completed, R. Downey will collate them.

**Treasurer's Report**

TOWN OF GROVELAND  
2022 OCT 13 AM 8:40  
TOWN CLERK  
RECEIVED/POSTED

- M. Costello previously sent the Bartholomew report. As expected, there have been losses due to the present economy.

#### **Bylaws Evaluation sub-Committee**

- Further discussion was tabled till next meeting, to give all members more time to peruse it.

#### **Other**

- R. Downey asked about LAL's policy on requests to remove books from the shelves. D. Lepore has been reviewing the policy due to some recent occurrences in other areas.

Meeting adjourned at 7:18 p.m. on a motion made by R. Downey, seconded by L. Puchalski and unanimously voted on a Roll Call vote.

Next meeting will be held October 12, 2022 at 6:00 p.m.  
Respectfully submitted,  
Laurel Puchalski

**Langley-Adams Library**  
**Director's Report**  
**September 14, 2022**

TOWN OF GROVELAND  
2022 OCT 13 AM 8:40  
TOWN CLERK  
RECEIVED/POSTED

**Statistics**

**August Statistics:**

August Hoopla Statistics: 60 circs

August Kanopy Statistics: 32 plays

August Circulation/Renewals: 3,121 circs

August Overdrive Circulations: 665 circs

**Programming**

**August Numbers:**

Stand Out Programming:

8/1 Frank Mandosa & the Anniversary of The Godfather – 35 attendees

8/8 David Kruh discusses Alcatraz – 34 attendees

8/25 Isabella Stewart Gardner – 212 attendees\*

8/29 Author Vanessa Riley – 33 attendees

\* The programs with an asterisk indicate that this program was a virtual collaboration with other libraries in Massachusetts, mainly in our consortium.

Totals:

Adult Programming Attendance: 321

Youth Programming Attendance: 37

Virtual Programming Attendance: 107

Hybrid Programming In Person Attendance: 49

Hybrid Programming Virtual Attendance: 306

Live In-Person Programming Attendance: 113

A giant thank you to Laurel Puchalski for leading summer story times for a five week session this summer! Laurel also led Mud Day in August! The summer youth numbers are thanks to her!

**Museum Passes**

**August Totals:**

Boston Harbor Island Ferry – 1

State Parks Pass – 7  
Museum of Fine Arts – 3  
Museum of Science – 1  
New England Aquarium – 8  
Peabody Essex Museum – 3  
USS Constitution Museum – 2  
Zoo New England - 6

Total – 31

### **Warrants**

23-07 \$6,886.17 + \$1,707.64 = \$8,593.81

23-09 \$50 + \$17.62 + \$483.82 = \$551.44

Total \$9,145.25

### **State Aid**

The ARIS has been turned in.

I am currently working on the Financial Report, and it will be turned in at the end of this week.

We met all of the requirements for State Aid.

### **Personnel**

Sherry Sabins resigned from her position of Library Assistant. I am currently working on the search for a new Library Assistant.

Bergen Daley started on Tuesday, August 23<sup>rd</sup>. She has done a fantastic job so far. Bergen dove right in to programming, meeting families, and making the youth spaces her own. There are story times scheduled for a 6 week session starting this week for four age groups: babies, toddlers, preschool, and grades K-2! She is working on additional programming as well, and has distributed a programming survey to families to gather information and opinions.

### **Robert Guptill Collection**

Many of you know or know of the research on local history that Robert Guptill did for many years. His research on the Revolutionary War and Civil War soldiers from and/or buried in Groveland has been willed to us. This extensive information right is currently organized alphabetically into several white binders. It includes primary sources (originals and copies) as well as information separated into spreadsheets. Bill Newell, who assisted Bob with a great deal of his research, will attend the September meeting and is available for any questions.

We have received these binders as well as a printed map of the Riverview cemetery that

coincides with the research in the binders.

## **Other**

As you know, we have had the hotspots available for the past several months. They've been a hit! As of September 30<sup>th</sup>, our current hotspots will no longer be available, as MBLC will no longer be funding the free hotspot program. To continue having hotspots, I have reached out to Mobile Beacon/TechSoup, which comes highly recommended by several other librarians in the state. I am attaching the quote I was given to this report. **The quote is for coverage for 8 hotspots for a year, which is \$1,032.** This is a fantastic price, as going through T-Mobile specifically would be much more expensive. The representative is also easy to get in touch with and great at responding quickly to any questions. I decided on 8 hotspots because at any given time we have them in stock, so reducing the number of hotspots will still allow us to serve the public.

The Town Administrator has asked to borrow a sign we have that says "Groveland Mills." She is trying different ways to decorate the Town Hall, both in the large meeting room and not. I told the TA that I would discuss this with the Board of Trustees and report back to her.

*Attachments:*